

**CLASS TITLE: SUPERVISOR OF ADMINISTRATIVE  
AND TECHNICAL SERVICES  
(EMERGENCY MANAGEMENT AGENCY)**

**Class Code: 02717500**

**Pay Grade: 29A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a superior in planning, developing and implementing a wide range of emergency planning activities for state and local government; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Executive Director and/or Deputy Director of the Emergency Management Agency with considerable latitude for the exercise of independent judgement; work is reviewed through reports and conferences for results obtained and conformance to established policies, objectives, rules and regulations.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of a subordinate staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist a superior in planning, developing and implementing a wide range of emergency planning activities for state and local government.

To be responsible for the emergency management agency planning for all types of potential natural disasters; organize the data collection activities of the agency for natural disaster vulnerability analyses required in order to develop plans to cope with such emergency situations; to perform detailed analyses of such data and direct the preparation and publication of such plans in accordance with federal guidelines.

To coordinate and participate in the preparation of damage assessment in the event of a natural disaster in support of requests for federal assistance.

To be responsible for the preparation and documentation of state government requests for federal disaster assistance in accordance with appropriate federal guidelines.

To assist state and local officials in the preparation of standard operating procedures for dealing with natural disasters.

To plan, organize and coordinate a variety of emergency management tests, exercises and workshops to improve the capability of state and local agencies to deal with disaster situations.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, methods and techniques applied in the development and maintenance of a statewide civil defense operations plan; a thorough knowledge of the objectives of the federal, state and local civil defense programs; a working knowledge of the functions, resources and capabilities of the various cities and towns; a working knowledge of the principles, practices and techniques of non-military defense; a working knowledge of the use of the facilities and systems required in emergency management control operations; the ability to make studies, compile statistics, data analysis and to prepare reports containing findings, conclusions and recommendations; the ability to speak effectively before large and small groups; the ability to plan, supervise and review the work of a subordinate staff; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Political Science, Public Administration, Business Administration, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position involving emergency management program development for large-scale operations which included data analysis and interpretation in private industry, federal, state or local government, or in the military.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must obtain federal government secret clearance within six months of employment and must maintain such clearance as a condition of employment.

Class Revised: July 3, 1988

Editorial Review: 3-15-2003